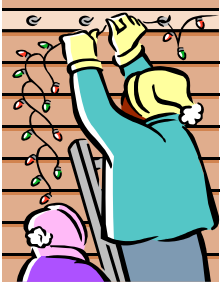


# Housing Happenins'

November 2003

## *Holiday Lighting Policy*



It is the Holiday Season again, and many of you are thinking of how to decorate your homes. Just remember—do not nail, staple or otherwise attach any decorations to your vinyl siding. You can purchase clips from any home improvement store that easily fasten to your siding or gutters and hold your lights and other decorations without nails or staples.

Please have all holiday decorations removed by 12 January 2004.

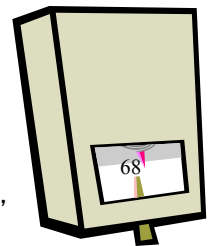


You can use the following checklist to help ensure your family's safety:

- Use only Underwriters Laboratory approved electrical fixtures
- Repair/replace old electrical wire on all lights
- Do not run extension cords under rugs
- To prolong the life of natural trees, cut at a 45 degree angle above the original cut and keep trunk submerged in water above the cut.
- Use only flame retardant paper or plastic for decorations and wrapping
- Remove wrappings from your home as soon as possible to trash container
- Locate tree as remotely as possible from heat source and escape routes
- Turn off tree lights before retiring or leaving your home

## *Freezing Weather Precautions*

To prevent the pipes from freezing, you must leave the heat on and the thermostat set at least 68 degrees. If you go away on leave during the holidays or anytime during the winter months, leave the faucets dripping and all vanity and kitchen cabinet doors open. **Do not turn your heat off!** Temperatures in the South have been known to drop very low with little warning. Be sure and complete a "*Leave Notification*" form before leaving the area, especially during times when the weather could change significantly while you are gone.



## Guests in Quarters



Many of you will be hosting family and friends during the holidays. Please remember that all out-of-town guests must be registered with Housing and the Security Office. Forms are available at the Housing Office and should be completed prior to the arrival of your guests. If you like, we can fax a form to your office or home.

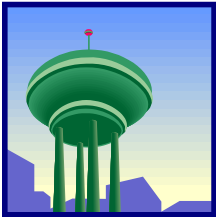


## *Leave Notifications*

Please notify the Housing Office if you are going away from your home on leave. Forms are available at our office or we will fax/email one to you upon request. We will notify Security when the completed form is returned. This form provides 3 important facts:

- **Leave Dates** – During your absence, patrolmen check your home to ensure that all is well
- **Leave Contact Info** – Where we can notify you in case of an emergency while you are away
- **Name of Responsible Party** – A neighbor or friend we can contact if we need to get in the house—i.e., burst pipes, leaking water heater; authorization from you to allow them access. For example, if they are caring for your pet and get locked out, we can give them a key.

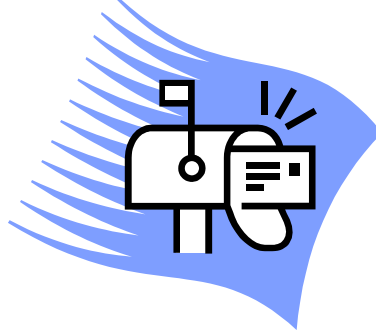
## *New Water Tower*



You have probably noticed the huge, newly constructed water tower on the Southside of the Base near the Commissary. The water tower is now completed and will be in use in the very near future. If you notice that your water is cloudy or even “rusty”, just let your faucets run until the discoloration is gone. If you have any questions or concerns, please call your Community Manager.

## *Remember*

*Please mail in your Family Housing Satisfaction Survey!*



*This Holiday Season, remember our Troops in Iraq  
and those around the world who cannot be with their families.*



## *From the Director's Chair*

*As we approach the Holiday Season, we would like to express our Best Wishes to all of our Family Housing Residents. It is our pleasure to serve you, and we want you to know that your satisfaction is our #1 priority. We are undergoing so many changes in the Housing world, and there are many more changes to come. We will do our best to keep you informed. You can help us by letting us know of your concerns. You can contact the Housing Staff by phone, email or fax. Or better still, please feel free to come by our office to talk.*

*Again, Best Wishes from our family to yours.*

